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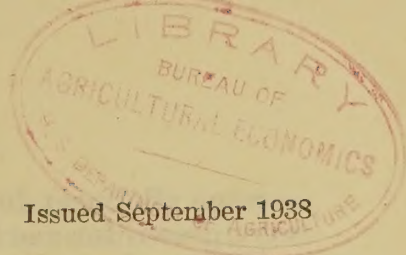
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Reserve

ECR-221

Issued September 1938

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
EAST CENTRAL REGION

1938 Agricultural Conservation Program—East Central Region

PREPARATION OF APPLICATION FOR PAYMENT

The Application for Payment—1938 Agricultural Conservation Program—East Central Region, Form ECR-220, will be filled out in the county office from the Supervisor's Farm Report, Form ECR-218, and Summary of Supervisor's Farm Report, Form ECR-219. One pencil copy of the application will first be prepared on Form ECR-220-X from which will be made the typed copies on Form ECR-220. All entries, signatures, and initials should be entered on the application prior to the removal of the carbons. After the application has been completed, the carbons will be removed and the pencil copy and one of the typed yellow copies retained in the county office files. The original (white) and a colored copy will be forwarded to the State office.

Only one farm may be included under a single application. An application may *not* be submitted for *part* of a farm.

Applications for payment should be numbered serially. The serial number shown on the listing sheet, Form ECR-206 or 207, may be used for the application. Care should be exercised to avoid duplicating numbers. For applications covering land not covered by applications in 1936 or 1937, the work sheet should accompany the application to the State office.

**1. SOIL-DEPLETING ACREAGE ALLOTMENTS AND 1938 ACREAGES—
SECTION III OF FORM**

A. Yield Per Acre.—Enter on line 1 of the respective column the yield per acre for tobacco, cotton, peanuts, wheat, corn, and potatoes.

If in any case tobacco was grown in 1938 on land covered by an application for which there is no tobacco acreage allotment, the yield per acre determined for other land in the same locality similar to that covered by the application should be entered on line 1 as the yield per acre for the land covered by such application and a zero should be entered on line 3 as the tobacco acreage allotment. A similar procedure should be followed for those cases for which there is no cotton acreage allotment for the farm and cotton was grown in 1938. A similar procedure also should be followed in commercial peanut counties for those cases for which there is no peanut acreage allotment for the farm and peanuts were grown in 1938; in commercial corn counties, for those cases for which there is no corn acreage allotment for the farm and corn was grown in 1938; and in commercial potato counties, for those cases for which there is no potato

acreage allotment for the farm and more than three acres of potatoes were grown for market in 1938.

When column E. is used for wheat in counties which have been designated as commercial peanut counties and in which a commercial wheat acreage allotment has been established on one or more farms under the 1938 program, the words "peanuts or" should be marked out. When column E is used for peanuts in such counties, the words "or wheat" should be marked out. It will be unnecessary to mark out "peanuts" or "wheat" in noncommercial peanut counties and in commercial peanut counties in which no commercial wheat acreage allotments were established.

It will be unnecessary to mark out "corn" or "potatoes" in column F since the commercial corn area and the commercial potato area in the East Central Region do not overlap.

If it is necessary to change the heading of any column to provide for showing two kinds of tobacco, or for showing peanuts and wheat, on the same farm, a column not otherwise needed for the farm should be used and the heading changed to indicate the crop shown therein.

In filling out Form ECR-220, the county office will make entries where applicable in each case where a dotted line is shown. No entries will be made in the county office on solid lines; such items are to be entered in the process of computation.

B. Acreage Allotment.—Enter on line 3 in the respective columns the soil-depleting acreage allotment for total soil-depleting crops, tobacco, cotton, peanuts, wheat, corn, and potatoes. In the case of a farm for which a new grower (Group C) tobacco acreage allotment was established, the tobacco acreage allotment must be shown as zero if no tobacco was grown on the farm in 1938. If a producer gave up a part or all of his cotton acreage allotment under the "frozen cotton" procedure the allotment shown should be the original allotment *minus* the acreage given up. If the allotment for a farm was increased by the addition of "frozen cotton," the allotment shown should be the original allotment plus the amount added.

C. 1938 Acreage.—Enter on line 4 the acreage devoted in 1938 to total soil-depleting crops, tobacco, cotton, peanuts, wheat, corn, and potatoes in the respective columns. Acres should be rounded to the nearest tenth of an acre.

If the acreage "devoted" to cotton is less than 80 percent of the cotton acreage allotment for the farm and the "planted" acreage of cotton was in excess of the acreage devoted to cotton, the acreage planted to cotton should be entered in parentheses immediately to the left of the acreage devoted to cotton as shown in line 4. This situation will exist only when a part or all of the acreage seeded to cotton was prevented by flood, drought, hail, insects, or other uncontrollable natural cause, from reaching the stage of growth at which bolls are first formed.

In commercial corn counties, if the acreage "devoted" to corn is less than 80 percent of the corn acreage allotment and the acreage "planted" to corn is greater than the acreage devoted to corn, the planted acreage should be entered in parentheses immediately to the left of the acreage devoted to corn as shown in line 4. This situation will exist only when a part of the acreage of corn did not reach maturity and another soil-depleting crop was grown on the same land.

In commercial potato counties, if the acreage "devoted" to potatoes on a farm for which a potato acreage allotment is established is less than the potato acreage allotment and the acreage "seeded" to potatoes is greater than the acreage devoted to potatoes, the seeded acreage should be entered in parentheses immediately to the left of the acreage devoted to potatoes as shown in line 4. This situation will exist only when a part or all of the acreage seeded to potatoes did not reach maturity and another soil-depleting crop was grown on the same land.

D. Committee Determinations.—Where applicable, the determination of the county committee will be entered in line 5 with respect to failure to plant 80 percent of the acreage allotment of cotton, wheat, or corn and with respect to farms on which the total soil-depleting acreage allotment is exceeded and for which no individual soil-depleting acreage allotment is established.

No entry will be made in line 5 of column B except for a farm on which no wheat, cotton, tobacco, peanut, corn, or potato acreage allotment has been established and on which the acreage of the total soil-depleting crops in 1938 is in excess of 50 acres and in excess of the total soil-depleting acreage allotment for the farm, and where the county committee finds that the increase in soil-depleting crops was due to the rotation of crops normally followed on the farm. If such determination is made, enter "rotation" in line 5 of column B.

Make no entry in line 5 of columns D, E, and F except for a farm on which the committee has determined that failure to plant 80 percent of the cotton, corn, or wheat acreage allotment was due to flood or drought, in which case enter "flood" or "drought," whichever is applicable, in line 5 of the proper column. No entry should be made in columns E and F when used for peanuts or potatoes, respectively.

2. PAYMENT IN CONNECTION WITH THE ACHIEVEMENT OF THE SOIL-BUILDING GOAL—SECTION IV OF FORM

A. Units of Practices Performed.—Enter in column G the practice code number and the units of each approved soil-building practice performed on the farm under the 1938 program. The number of units of each practice should be entered in tenths, fractions of five-hundredths or less being dropped and fractions or more than five-hundredths being counted as one-tenth. For example, 5.55 units will be recorded as 5.5 units and 5.56 units will be shown as 5.6 units. The total number of units will not be entered by the county office.

B. Items of Payment for Achieving the Soil-Building Goal.—In line 2 of column I, enter the 1936-37 average acreage of commercial vegetables. Enter in line 3 of column I the average of commercial orchards on the farm January 1, 1938. Enter in line 4 of column I the acreage of fenced, noncrop, open pastures which will carry at least one animal unit for each five acres during the normal pasture season and which is in excess of one-half the acreage of cropland on the farm. Enter in line 5 of column I the total acreage of cropland for the farm.

The entries on lines 2, 3, 4, and 5 may be obtained from Forms ECR-206 or ECR-208 (or ECR-207 or 209).

3. DIVISION OF PAYMENT AMONG APPLICANTS—SECTIONS V AND VI OF FORM

A. Names and Addresses of Applicants.—Type in lines 11a, 12a, 13a, and 14a the name and address of each applicant who is entitled to a share in any soil-depleting crop for which an individual soil-depleting acreage allotment is established or who has incurred any portion of the expense for carrying out any soil-building practice on the farm. If there are more than four applicants, Form FCR-220, Supplement 1 to the Application for Payment, should be used.

B. Division of Soil-Depleting Crops, Name and Address of Assignee, and Amount Assigned.—If an assignment has been made by an applicant on Form ACP-69 in accordance with the provision of ACP-70, "Instructions Relating to Assignments and Use of Form ACP-69," of an amount which has not been repaid, enter the name and address of the assignee and the amount assigned which has not been repaid in lines 11a, 12a, 13a, or 14a opposite the name and address of the applicant who made the assignment. The amount assigned which has not been repaid should be entered opposite the name of the assignee in the upper right hand corner of lines 11a, 12a, etc., under column F, as follows: \$42.00. If requested by an applicant who has not made an assignment on Form ACP-69, the word "none" should be entered in the space provided for the entry of the name and address of the assignee.

In lines 11b, 12b, 13b, and 14b enter in columns C, D, E, and F the share of each applicant in the respective soil-depleting crops or the proceeds thereof expressed in acres. These entries in each column should be added together in order to make certain that the total for the applicants is equal to the 1938 acreage devoted to the soil-depleting crop as shown in line 4 (or the soil-depleting acreage allotment as shown in line 3 if the acreage devoted to such crop is zero or the county committee finds that there has been a total or substantial failure of such crop on the farm). In case the acreage is zero and in case of total or substantial crop failure, the soil-depleting acreage allotment should be divided among the applicants on the basis of the acreage as it was intended to be grown. The acreage of crops will be expressed to the nearest tenth of an acre, fractions of five-hundredths or less will be dropped and fractions of more than five-hundredths will be counted as one-tenth of an acre. If the tobacco acreage allotment is less than two-tenths acre or if it is desired to divide the 1938 tobacco acreage or allotment exactly between two or more persons, then such 1938 tobacco acreage or allotment divisions may be expressed in hundredths.

C. Division of Soil-Building Practices.—Enter in lines 11b, 12b, 13b, and 14b, in column G, the number of units to the nearest tenth in each applicant's share of the soil-building practices carried out on the farm. The sum of the units entered in column G for the applicants should equal the sum of the units of each practice carried out on the farm as shown above in the same column. In case all the soil-building practices were carried out by one person the word "all" may be entered in lieu of the units of such practices.

D. Triple Superphosphate Furnished.—Enter in the space provided at the heading of column I the amount of triple superphosphate furnished for the farm. The total pounds of material fur-

nished will be entered. Enter on lines 11b, 12b, 13b, and 14b the amount of superphosphate furnished each applicant. The sum of the amounts of superphosphate furnished each applicant should equal the amount of superphosphate furnished as shown at the head of the column.

All entries will be the actual number of pounds of triple superphosphate (*not* converted to equivalent of 16 percent or 20 percent). In every case the county office will enter in column I the amount of triple superphosphate furnished each applicant and the total amount of triple superphosphate furnished for the farm regardless of the number of units of practices carried out on the farm through the application of triple superphosphate. An application for payment should be submitted for every farm with respect to which triple superphosphate was obtained, even though the farm is not eligible for a payment. Where triple superphosphate was obtained from the Agricultural Adjustment Administration, the original Form ACP-64, "Request for Triple Superphosphate," should be sent with the application to the State office. Care should be taken to attach the original Form ACP-64 since in many cases revisions in the figures were made by the State office.

4. OTHER FARMS OWNED OR OPERATED BY APPLICANT—SECTION VII OF FORM

If an applicant on a farm is interested as owner or share-tenant in any other farm(s) in the same county, a cross-reference on the application for each such farm will be necessary. This reference will be made by entering in Section VII the name of the applicant who is interested as owner or share-tenant in other farms and entering opposite his name the serial number of the application covering each farm in which such applicant has an interest. This reference will be made for any applicant on the farm regardless of whether the applicant is interested in this farm as landlord, share-tenant, or sharecropper. If additional space is required for listing the code and serial numbers of other farms owned or operated by applicants, such numbers may be listed on a sheet of paper attached to the application and the notation "See attached sheet" entered in Section VII of the application or the space immediately above the Signature of the County Committeeman may be used provided this space is not to be utilized otherwise. Where a cross-reference is made on two or more applications, they should be grouped together when submitted to the State office.

If the State committee finds that multiple provisions should be applicable across county lines, the code and serial numbers of any such farms in any other counties in the State will be entered in a similar manner.

5. SIGNATURES OF APPLICANTS—SECTION V OF FORM

A. Obtaining Signatures.—When the application has been filled in, the signatures of the interested producers should be obtained. Applicants should sign in lines 11b, 12b, 13b, and 14b. Each signature by mark must be witnessed by one person who must sign his name in his own handwriting. Witnesses are not required for signatures other than those made by mark. An applicant interested in

the payments under the application may witness the signature of any other applicant interested in such payments.

B. Authority for and Form of Signatures.—The community and county committee must determine that each person who signs an application in a representative or fiduciary capacity (as agent, attorney-in-fact, officer of a corporation, executor, etc.) is properly authorized to sign in such capacity. If the committee does not have knowledge of the fact that such person is properly authorized to sign in such capacity, the committee should require documentary proof of authority. Documentary proof of authority in such cases may be returned to the producer or retained in the county office files with the county office copy of the application. It should not be forwarded to the State office.

The following points should be borne in mind in obtaining signatures of applicants:

1. In any case a signature when subscribed must be as complete as the typed name. For example, if the full name of the producer has been typed, then the signature must be in full.

2. In cases where a married woman uses her husband's given names or initials, the title "Mrs." must in each such case precede the typed name and the signature.

3. In cases where an application is signed by a person who is acting in a representative or fiduciary capacity, his title, such as administrator, executor, guardian, agent, or attorney-in-fact, should be subscribed as a part of the signature.

4. In no instance should a person be permitted to sign an application as "agent" for a deceased producer as distinguished from an agent for the estate of a deceased producer or agent for the heirs of the estate.

5. A signature is acceptable provided it is decipherable to such an extent that when compared with the applicant's typed name it may be interpreted as a reasonable identification of the person to whom payment is to be made. To say it another way, illegible signatures not appearing to be signatures of producers other than the ones whose names are typed in the appropriate spaces, are acceptable.

6. The title of any State, county, municipal or federal officer must be given with his signature.

Signatures should be in one of the forms indicated under 7 below as acceptable.

6. SIGNATURE OF COUNTY COMMITTEE—SECTION VIII OF FORM

A member of the county committee, acting for the committee, will sign Section VIII of the form. In addition, the committeeman who signed the application for the county committee should initial any changed figures or erasures which appear on the application. If the initials of the committeeman who approved the original application cannot be obtained, an explanation should accompany the application and another committeeman should affix his initials. Wherever practicable an application should be retyped rather than contain changed figures or erasures.

If for any reason the signature of a producer who otherwise would share in the payment cannot be obtained to an application, a statement of the reason why such producer did not sign should be written

in the space provided for additional committee determinations in Section VIII, "Signature of County Committee." For example: "John Doe refused to sign"; or "John Doe cannot be located"; or "John Doe is traveling and cannot be reached." In case a landlord who has signed the application is not entitled to full payment because of a reduction in the number of share-tenants or share-croppers or a change in the lease or cropping agreement which the committee has disapproved, a statement of the facts should be entered. Similarly, an entry of the facts should be made if a producer has knowingly planted cotton in excess of the cotton acreage allotment for his farm, has not made application for payment with respect to all farms in the county which he operates or rents for a share of the crop, or for any other reason has become ineligible to receive a payment under the program.

In addition to the signature of a county committeeman, the clerk or other person in the county office who has carefully examined the Supervisor's Farm Report and checked the entries on the application against such report should initial the application for payment immediately to the left of the space provided for the signature of the committeeman.

7. FORM OF SIGNATURE

<i>Class</i>	<i>Typed name</i>	<i>Acceptable signature</i>
Individual-----	J. H. DOE-----	{ J. H. DOE. JOHN H. DOE. J. HENRY DOE. JOHN HENRY DOE.
	JOHN H. DOE-----	{ JOHN H. DOE. JOHN HENRY DOE.
	J. HENRY DOE-----	{ J. HENRY DOE. JOHN HENRY DOE.
	JOHN HENRY DOE-----	{ JOHN HENRY DOE.
		{ MRS. R. N. FARLEY. MRS. RICHARD N. FARLEY. MRS. R. NELSON FARLEY. MRS. RICHARD NELSON FARLEY.
Married woman-----	MRS. R. N. FARLEY-----	{ MRS. RICHARD N. FARLEY. MRS. RICHARD NELSON FARLEY.
	MRS. RICHARD N. FARLEY-----	{ MRS. RICHARD NELSON FARLEY.
	MRS. R. NELSON FARLEY-----	{ MRS. R. NELSON FARLEY. MRS. RICHARD NELSON FARLEY.
	MRS. RICHARD NELSON FARLEY-----	{ MRS. RICHARD NELSON FARLEY.
	MRS. ELIZABETH A. FARLEY-----	{ MRS. ELIZABETH A. FARLEY. MRS. ELIZABETH AGNES FARLEY.
	MRS. E. AGNES FARLEY-----	{ MRS. E. AGNES FARLEY. MRS. ELIZABETH AGNES FARLEY.
	MRS. ELIZABETH AGNES FARLEY-----	{ MRS. ELIZABETH AGNES FARLEY.
Agent-----	JOHN DOE-----	{ JOHN DOE by RICHARD ROE, Agent. RICHARD ROE, Agent for JOHN DOE.
	RICHARD ROE, Agent for JOHN DOE.	{ JOHN DOE by RICHARD ROE, Agent. RICHARD ROE, Agent for JOHN DOE.

7. FORM OF SIGNATURE—Continued

<i>Class</i>	<i>Typed name</i>	<i>Acceptable signature</i>
Partnership-----	BROWN BROTHERS-----	BROWN BROTHERS by J. BROWN, Agent.
		BROWN BROTHERS by JOE BROWN, a Partner.
	JOHN BROWN & SONS-----	JOHN BROWN AND SONS, by JOHN BROWN, a Partner.
		JOHN BROWN AND SONS by JOE BROWN, Agent.
		JOHN BROWN AND HARRY BROWN by JOHN BROWN, a Partner.
		JOHN BROWN AND HARRY BROWN by HARRY BROWN, a Partner.
	JOHN BROWN & HARRY BROWN, a Partnership.	JOHN BROWN AND HARRY BROWN by JOE BROWN, a Partner.
		JOHN BROWN AND HARRY BROWN by RICHARD JONES, Agent.
		RICHARD ROE, Executor of the Estate of JOHN DOE, Deceased.
Executor of a will---		The Estate of JOHN DOE by RICHARD ROE, Executor.
		RICHARD ROE, Executor of the Last Will and Testament of JOHN DOE, Deceased.
	JOHN DOE Estate-----	RICHARD ROE, Executor of the Estate of JOHN DOE, Deceased.
		The Estate of JOHN DOE by RICHARD ROE, Executor.
		RICHARD ROE, Executor of the Estate of JOHN DOE, Deceased.
	The Estate of JOHN DOE---	The Estate of JOHN DOE by RICHARD ROE, Executor.
Administrator of an estate.		RICHARD ROE, Administrator of the Estate of JOHN DOE, Deceased.
		JOHN DOE Estate by RICHARD ROE, Administrator.
		RICHARD ROE, Administrator of the Estate of JOHN DOE, Deceased.
	JOHN DOE Estate-----	JOHN DOE Estate by RICHARD ROE, Administrator.
		RICHARD ROE, Administrator of the Estate of JOHN DOE, Deceased.
	The Estate of JOHN DOE---	JOHN DOE Estate by RICHARD ROE, Administrator.

7. FORM OF SIGNATURE—Continued

<i>Class</i>	<i>Typed name</i>	<i>Acceptable signature</i>
Agent for the heirs of an estate.	Heirs of JOHN DOE, Deceased.	RICHARD ROE, Agent for the heirs of JOHN DOE, deceased. Heirs of JOHN DOE, Deceased, by RICHARD ROE, Agent.
	Heirs of the estate of JOHN DOE, Deceased.	RICHARD ROE, Agent for the heirs of JOHN DOE, Deceased. Heirs of JOHN DOE, Deceased, by RICHARD ROE, Agent.
	RICHARD ROE, Agent for the heirs of JOHN DOE, Deceased.	RICHARD ROE, Agent for the heirs of JOHN DOE. Deceased. Heirs of JOHN DOE, Deceased, by RICHARD ROE, Agent.
Trustee for the heirs of an estate.	Heirs of JOHN DOE, Deceased.	RICHARD ROE, Trustee for the heirs of JOHN DOE, Deceased. Heirs of JOHN DOE, Deceased, by RICHARD ROE, Trustee.
	Heirs of the estate of JOHN DOE, Deceased.	RICHARD ROE, Trustee for the heirs of JOHN DOE, Deceased. Heirs of JOHN DOE, Deceased, by RICHARD ROE, Trustee.
	RICHARD ROE, Trustee for the heirs of JOHN DOE, Deceased.	RICHARD ROE, Trustee for the heirs of JOHN DOE, Deceased. Heirs of JOHN DOE, Deceased, by RICHARD ROE, Trustee.
Guardian-----	JOHN DOE, a Minor-----	RICHARD ROE, Guardian of JOHN DOE, a Minor. JOHN DOE, by RICHARD ROE, Guardian.
	JOHN DOE, Incompetent ---	RICHARD ROE, Guardian of JOHN DOE, Incompetent. JOHN DOE, Incompetent, by RICHARD ROE, Guardian.
	RICHARD ROE, Guardian of JOHN DOE, a Minor.	RICHARD ROE, Guardian of JOHN DOE, a Minor. JOHN DOE, a Minor, by RICHARD ROE, Guardian.
	RICHARD ROE, Guardian of JOHN DOE, Incompetent.	RICHARD ROE, Guardian of JOHN DOE, Incompetent. JOHN DOE, Incompetent, by RICHARD ROE, Guardian.
	JOHN DOE, Incompetent ---	RICHARD ROE, Committee of JOHN DOE, Incompetent. JOHN DOE, Incompetent, by RICHARD ROE, Committee.
Committee-----	RICHARD ROE, Committee of JOHN DOE, Incompetent.	RICHARD ROE, Committee of JOHN DOE, Incompetent. JOHN DOE, Incompetent, by RICHARD ROE, Committee.
	JOHN DOE, Incompetent ---	RICHARD ROE, Committee of JOHN DOE, Incompetent. JOHN DOE, Incompetent, by RICHARD ROE, Committee.
Company (Corporation).	BEE COMPANY, INC.-----	BEE COMPANY, INC., by JOHN DOE, President (or other authorized officer). BEE COMPANY, INC., by JOHN DOE, Agent.

7. FORM OF SIGNATURE—Continued

<i>Class</i>	<i>Typed name</i>	<i>Acceptable signature</i>
Receiver-----	BEE COMPANY, INC-----	{ RICHARD ROE, Receiver of BEE COMPANY, INC.
	RICHARD ROE, Receiver of BEE COMPANY, INC.	{ BEE COMPANY, INC., by RICHARD ROE, Receiver. RICHARD ROE, Receiver of BEE COMPANY, INC.
Liquidator-----	BEE COMPANY, INC-----	{ BEE COMPANY, INC., by RICHARD ROE, Liquidator. RICHARD ROE, Liquidator of BEE COMPANY, INC.
	RICHARD ROE, Liquidator of BEE COMPANY, INC.	{ RICHARD ROE, Liquidator of BEE COMPANY, INC., by RICHARD ROE, Liquidator. XYZ COMPANY, by JOHN DOE, Sole Proprietor.
Sole Proprietor oper- ating under a trade name.	XYZ COMPANY-----	{ JOHN DOE, Sole Proprietor of XYZ COMPANY. JOHN H. DOE, Sole Pro- prietor of XYZ COMPANY.
	JOHN DOE, Sole Proprietor of XYZ COMPANY.	{ JOHN HENRY DOE, Sole Pro- prietor of XYZ COMPANY.

